Intermediate Word Module Summary, Review, and Study Guide

Directions: Please complete the tasks or answer the questions that are bolded. Save as Intermediate Word

# Customizing Word

* The Backstage view helps you manage your documents and related data.
  1. **Where is the Word Options Dialog Box?**
  2. **What is the default color scheme for Word 2010, what are the other colors available?**
* You can customize the general and proofing options in Word 2010.

**1) How can you modify the Autocorrect options?**

**2) What steps would you take to make an exception, give an example of an exception to the rule that is already added.**

* You can customize the Quick Access Toolbar by adding commands and setting the options for repositioning the Quick Access Toolbar.
* You can customize the file-saving options in Word 2010 by setting a default file location. **1) Where would you change the default location the document auto recovers from?**

# Enhancing and Reviewing Documents

* You can enhance a document by formatting page layout options and applying text effects.
* **1) Type your name\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + - **Change the Font face to Lucida Calligraphy**
    - **Add a Right Reflection offset by 4pt**
* Using the Navigation Pane, you can reorganize a document.
* **1) How to you View the Navigation Pane?**
* **2) Toggle the Navigation Pane option so that you can quickly browse this document**
* You can insert section breaks, tables and captions, and illustrations in a document.
* 1**) What were the benefits of inserting section breaks?**
* You can review the document in Track Changes mode and can insert, view, and delete comments. **1) Insert a Comment at the beginning of this document.**

# Sharing and Protecting Documents

* You can work with others at the same time on a shared document.

**1) List 3 real world scenarios where collaborating on a document would be beneficial.**

**2) What are the two locations available to upload files to in Word 2010**

* While co-authoring, you can view the list of authors working on the document.
  1. **What protects authors from overwriting the others work?**
* While co-authoring, you can view the changes being made to the document by others, and other users can view your changes.
* You can access and edit a document from virtually anywhere by using a Web browser.
* You can also view and edit a document by using your Windows Phone-based mobile phone.

**What are the different methods you are able to protect your** **document?**

# Creating Complex Documents

* You can insert and format a table of contents in a document.
* **Under which tab on the ribbon will you find the Table of Contents dialogue box?**
* Where can you insert footnotes and endnotes in a document.
* What is the difference between a footnote and an end note?
* You can create a mail merge, select recipients, preview merge results, and share a mail merged document

**1)Where do you begin this process?**

**2)List the steps for creating a mail merge.**